



Cincinnati Police Department

STAFF NOTES

February 7, 2006

Colonel Thomas H. Streicher, Jr., Police Chief



Personnel Section

- [Citywide Essential Employee Policy](#)

Planning Section

- [Revision to Procedure 12.315, Investigation of Rape and Other Sexual Assault Offenses](#)

Chief's Office

- [Thank You Letters](#)

1. CITYWIDE ESSENTIAL EMPLOYEE POLICY

Attached to these Staff Notes is the Citywide Essential Employee Policy. All Police Department employees are designated as essential employees and are expected to report to work as regularly scheduled during an emergency.

Employees unable to report to work due to the emergency circumstances must follow current procedures for requesting time off. Those unable to report to work may be approved Leave without Pay, Vacation, or Compensatory time, depending upon the circumstances. Supervisors must take into consideration staffing requirements, safety of citizens and other officers, and the emergency situation prior to granting any time off. Employees who fail to request time off or provide reasonable notice of their inability to report to work may be considered Absent without Leave.

All essential City employees (other than Police and Fire) will have a sticker on their ID badges indicating they are essential employees and are authorized to travel from their homes to report to work or to perform their jobs, as appropriate to the emergency.

2. REVISION TO PROCEDURE 12.315, INVESTIGATION OF RAPE AND OTHER SEXUAL ASSAULT OFFENSES

Procedure 12.315, Investigation of Rape and Other Sexual Assault Offenses, has been revised. A section under "Policy" has been added. Officers will no longer use a victim's name on a complaint for a sexual offense. If the victim is a minor the term "A minor" will be used. If the victim is an adult, their initials will be used. This will help protect the victim's identity.

Officers will still use the victim's name on all Ohio Uniform Incident Reports.

A Personal Crimes Unit or Criminal Investigation Section supervisor will now be contacted by the uniform officer prior to transporting a victim of sexual assault to the hospital. The supervisor will determine if the victim will be interviewed prior to being transported to the hospital.

Other minor changes have been made. This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

3. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Police Specialist Bill Hilbert
Police Specialist Dave Feldhaus
Police Specialist Paul VonHolle
Police Officer Kurt Ballman
Police Officer Janice Moore
Police Officer Kristina Holtmann

Police Specialist Jenny Luke
Police Specialist Brett Gleckler
Police Specialist Les Mendes
Police Officer John Boyle
Police Officer Kathy Newsom

CITYWIDE ESSENTIAL EMPLOYEE POLICY

"Essential Employees" are defined as City employees expected to report for duty during an official emergency as declared by the Mayor, the City Manager, the Hamilton County Sheriff, or other governmental official who has the authority to do so. This policy is intended to ensure that the City can maintain City services essential to citizens' health, safety and welfare, as well as necessary support for those operations, during a declared emergency. By definition, Police and Fire Department employees are all considered essential employees, expected to report to work in emergency situations without receiving the additional "essential" designation.

Each department director will identify those employees deemed essential to report for duty during an emergency. These include jobs critical to clearing city streets, operating water and sewer utilities, emergency communication systems and those staff functions necessary to support those jobs. Each department is responsible for entering the Essential Employee designation into CHRIS, and for updating the designation throughout the year for staff transition. A CHRIS entry is not required for Police and Fire personnel.

The City will issue Essential Employee stickers for employees to place on their ID badges annually, in December. (Police and Fire employees will not receive ID stickers.) The City administration will notify the Police Department and Sheriff's Office that the stickers identify essential city employees who are authorized to travel from their homes to report to work or to perform their jobs, as appropriate to the emergency.

Each department is to develop a departmental policy on emergency reporting schedules for essential employees. Departments will notify all employees of departmental emergency reporting procedures at the time the ID stickers are issued to their Essential employees. Departmental procedures/protocols will include instructions for different emergency situations. Some essential employees may be instructed not to report in certain events, such as an environmental accident requiring temporary "shelter in place." Departments will provide protocols so employees know how to respond in different emergency situations.

Essential employees are to report to work during an emergency as regularly scheduled, or according to the department's special emergency schedule. Essential employees unable to report to work due to the emergency circumstances must call in to their department, per the department's emergency procedures. Those unable to report to work may be approved leave without pay or allowed to use vacation/comp time depending upon the circumstances. Failure to call in or give reasonable notice of inability to report to work may be considered AWOL.

Non-essential employees are not to report to work when an emergency is declared, unless specifically called out by the department in accordance with the Department's special emergency schedule. Non-essential employees will automatically be approved leave without pay for the emergency period they are not permitted to report to work. It will be the employee's option to use vacation or comp time to receive pay for the time not worked. The employee may flex the time within the pay period at the Department Director's option. When the emergency is lifted, non-essential employees are required to return to work as regularly scheduled, and call in per usual reporting procedures if unable to report to work as scheduled.

12.315 INVESTIGATION OF RAPE AND OTHER SEXUAL ASSAULT OFFENSES

References:

Procedure 12.720 - Evidence: Submitting For Physical Analysis

Purpose:

Establish responsibility for preliminary and follow-up investigations of rape and other sexual assaults.

Reduce victim trauma by limiting the times the victim has to repeat details of the offense.

Improve victim cooperation during the reporting, investigation, and prosecution of these offenses.

Enhance the collection, identification, preservation, and continuity of evidence.

Policy:

Whenever any officer files a complaint for a crime in Chapter 2907, Ohio Revised Code, the victim's name will not appear on the complaint. When the victim is a minor, officers will use the term "A minor" in the space for complainant. If the victim is an adult, officers will use the initials of the adult. This will aid in protecting the identity of sex crime victims. The victim's name will still appear on the Ohio Uniform Incident Reports.

District personnel are responsible for the preliminary investigation of rape and other sexual assault offenses.

District personnel are responsible for follow-up investigation of the following offenses (including attempts):

2907.05	Gross Sexual Imposition (Victim 18 years and older)
2907.06	Sexual Imposition (Victim 18 years and older)
2907.07	Importuning
2907.08	Voyeurism
2907.09	Public Indecency

Criminal Investigation Section (CIS) is responsible for follow-up investigation of the following offenses (including attempts):

2905.05	Child Enticement
2907.02	Rape (all ages)
2907.03	Sexual Battery
2907.04	Unlawful Sexual Conduct with a Minor
2907.05	Gross Sexual Imposition (Victim 17 years or younger)
2907.06	Sexual Imposition (Victim 17 years or younger)

Procedure:

- A. Investigation of Rape, Sexual Battery, Unlawful Sexual Conduct with a Minor, Gross Sexual Imposition, and Sexual Imposition:
 - 1. When one of the above sexual assault offenses is reported to district personnel, the investigating officer will summon a supervisor to coordinate the preliminary investigation.
 - a. Whenever possible, the supervisor and officer who received the complaint should be the only persons interviewing the victim to determine the correct statutory offense.
 - 1) Hold this interview in a place free from interruptions, witnesses, other police officers, etc.
 - 2) Avoid having the victim repeatedly describe the intimate or embarrassing details of the offense.
 - 2. Transport victims 13 years and older to University Hospital for a physical/rape examination unless a victim insists on a private physician or another hospital. Transport victims under 13 years of age to Children's Hospital.
 - a. Prior to transporting the victim, the investigating officer or supervisor will contact a Personal Crimes Unit or CIS supervisor for direction. It may be preferable for an investigator to interview the victim prior to any exam.
 - b. Whenever possible, the officer who received the complaint should be the transporting officer.
 - 3. The district supervisor coordinating the investigation will request CIS respond if:
 - a. There is an immediate need to gather physical evidence (e.g., blood, semen stains, fingerprints, etc.).
 - b. The offense is fresh and to delay follow-up would jeopardize the successful completion of the investigation.
 - 4. If CIS investigators respond, they will assume the authority and responsibility for further investigation of the offense. This includes completion of an Ohio Uniform Incident Report and Incident Report Supplement (Form 311I).
 - a. CIS will immediately provide the district desk officer with copies of a completed Ohio Uniform Incident Report, Form 311I, and other facts necessary to keep district personnel informed.
 - b. District personnel will aid CIS in protecting the crime scene, making wanted broadcasts, locating suspects and witnesses, arresting perpetrators, searching for evidence, etc.

5. District personnel will complete and process an Ohio Uniform Incident Report and Form 311I when CIS personnel do not respond to the scene.
 - a. Note the examining hospital facility or private physician on the Ohio Uniform Incident Report.
 - b. Include witness information, evidence held, and other results of the preliminary investigation on the Form 311I. Fax CIS a copy of the Ohio Uniform Incident Report and Form 311I immediately.
 - c. District personnel may discover information about the offense after the preliminary investigation is over. Provide this information to CIS to aid them in the follow-up investigation.

B. Rape Evidence Kits:

1. University Hospital and Children's Hospital have locked cabinets to secure physical evidence taken from the victim by the examining physician. The physician will identify and place this evidence in paper bags for deposit into the cabinet. The rape evidence kit includes the rape exam report, clothing, pubic combings, fingernail scrapings, blood samples, etc.
 - a. CIS Personal Crimes Unit investigators will pick up and process evidence from University Hospital and Children's Hospital.
 - b. Uniformed officers who receive a run to pick up a rape kit when Personal Crimes Unit investigators are not available will:
 - 1) Take the rape kit to CIS, 824 Broadway, 5th floor.
 - 2) Place the rape kit in the refrigerator (key at the CIS desk). Log the rape kit information in the property book located next to the refrigerator.
 - 3) Place any clothing, bedding, or other evidence accompanying the rape kit in a separate evidence bag in the CIS property locker. Log the evidence in the CIS property book.
 - 4) Personal Crimes Unit investigators will tag the rape kit the following day.
2. If the physical/rape examination occurs somewhere other than University Hospital or Children's Hospital, district personnel will respond upon completion of the examination to pick up the rape evidence kit.
 - a. Process the rape kit and any other evidence according to Section B.1.b. above.



THY KINGDOM COME MINISTRIES

"Advancing the Kingdom of God in the Earth"

Michael F. Metts,
Senior Pastor

Lisa D. Metts,
Pastor/Minister of
Music

**Robert Metts, Sr. &
Marie Metts,**
Founders

Steven H. Jones,
Administrator

Cincinnati Police Department
District 4
4150 Reading Road
Cincinnati, Ohio 45229

January 11, 2006

Dear District Commander,

On behalf of the Pastors, staff and congregation of Thy Kingdom Come Ministries, please accept our heart-felt regrets concerning the shooting of one of our police officers in our district. It is indeed a grave honor to hold the public trust and duty of protecting and serving our citizens. It saddens our hearts to hear of continued violence on our streets and lack of respect for the sanctity of human life by anyone, especially a person of such a young age of eighteen.

Our church stands with you as you strive to make our community a safe and respectable place to live. If we can be of any assistance to you, Officer Christina Holtman, or her family members, in addition to anyone in your department during this time, please do not hesitate to call on us.

Please be advised that we are attempting to bring the clergy and congregations from the Bond Hill/Roselawn area together for a time of prayer and to proclaim to the community that the violence and crimes against humanity must stop. The officer involved and the brave men and women who serve our district as police and firefighters are ever in our thoughts and prayers. May the grace, peace and blessings of God be with you all.

In His Service,

Elder Michael F. Metts,
Senior Pastor and Apostle

ad/mm

cc
Cincinnati Police Chief
Mayor Mallory
file

P.O. Box 15335 * Cincinnati, Ohio 45215 * 513-821-7333

The Ohio Bookstore Inc.



Established 1940

Chief Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

January 25, 2006

Dear Chief Streicher,

When someone gives helps me, I like to thank them. Recently, I have complained to the parking enforcement department regarding the lack of attention they were paying to the meters on Eighth Street near my store. Our customers were complaining that there was no parking and in checking, I found all the spaces were in use but the meters were expired.

Having no luck with the parking enforcement, I stopped Officer John Boyle on his horse and asked for his help. Both John and another officer named Brett are regular visitors to our area of Main Street. These two officers have been very helpful in solving the parking problem. The fact they are so visible on their horses has also been great for our area. Many of our customers are from out-of-town and they enjoy seeing the officers on horseback.

I have worked at the Ohio Book Store for 50 years and think we have a great downtown and want to keep it that way. Thank you for having these fine officers patrol our area of downtown.

Sincerely,

James Fallon
James Fallon

John Boyle

Brett Glendon

Brett Glendon

et • Cincinnati, Ohio 45202

phone (513) 691-5142



JOSEPH T. DETERS
HAMILTON COUNTY PROSECUTING ATTORNEY

JUVENILE DIVISION
230 EAST NINTH STREET, SUITE 4000
CINCINNATI, OH 45202-2151
PHONE: 513 946-3060
FAX: 513 946-3225
WWW.HCPROS.ORG
WRITER'S DIRECT DIAL NUMBER
946-3213

January 24, 2006

Thomas Streicher, Chief
Cincinnati Police Division
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

We are writing to commend Officer Janice Moore for a job well done. Officer Moore is a School Resource Officer who assisted in an investigation involving the robbery of a pizza delivery driver. Officer Moore was instrumental in questioning and ultimately arresting the four individuals involved in this robbery. In particular, it was Officer Moore's questioning of the defendants that allowed our office to quickly obtain felony adjudications on three of the four co-defendants. The fourth is pending on a competency docket.

As I am sure you are aware, Officer Moore takes great personal interest in all of the students attending the schools in which she works. We believe it is this interest together with her dedication that allow her to operate so effectively as a School Resource Officer. Thank you in advance for your time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Julie K. Wilson".

Julie K. Wilson
Chief Assistant Prosecuting Attorney

A handwritten signature in cursive script, appearing to read "Charles L. Thiemann Jr.".

Charles L. Thiemann Jr.
Assistant Prosecuting Attorney

THE INBETWEEN TAVERN AND RESTAURANT

January 27, 2006

Chief Thomas Streicher
Cincinnati Police Dept.
310 Ezzard Charles Dr.
Cincinnati, Ohio 45214

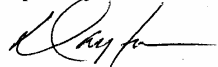
Dear Chief Streicher

As a business and property owner in downtown Cincinnati I would like to express my appreciation of the Cincinnati Police Department's Mounted Patrol. When I move about downtown and the central business district during the course of a day its always reassuring to see these alert professionals keeping an eye on things. It appears to me they are always ready to respond to any disruption that may occur.

I feel quite certain many will applaud your decision to deploy the Mounted Patrol to Paul Brown Stadium during the Bengals/Pittsburg playoff game early in the month, their ability to move quickly into the throngs of people I'm sure went a long way in diffusing what could have devoleped into a bad situation.

So thanks to you and the Mounted Patrol for your vigilance and please keep them in the saddle.

Respectfully:



Robert Layton, Owner

INBETWEEN TAVERN AND RESTAURANT



Center for Adult and
Part-Time Students
3800 Victory Parkway
Cincinnati, Ohio 45207-3120
Phone 513 745-3355

January 24, 2006

Chief Thomas Streicher, Jr.
City of Cincinnati
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher:

Please accept our sincere congratulations on the excellent academic performance of the following member of your organization who earned the dean's list of Xavier during the 2005 fall semester.

Kathy Newsom

This student joined those few students earning a quality point average of 3.5 or higher out of a possible 4.0, while completing six or more semester hours of classwork at Xavier.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary Kay Meyer".

Mary Kay Meyer, Ed.D.
Acting Dean

Fax 513 745-3055
E-mail meyerkm@xavier.edu

MKM:mls



JUDGE
STEVEN E. MARTIN

Court of Common Pleas

HAMILTON COUNTY COURT HOUSE
CINCINNATI, OHIO 45202-1217

ROOM 340

(513) 946-5790
FAX (513) 946-5792

January 26, 2006

Chief of Police, Thomas H. Streicher, Jr.
City of Cincinnati Police District 1
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Re: State of Ohio vs. Larry Lewis, Jr. and Chaz Minor

Dear Chief Streicher,

The above case arose out of a homicide at the Fay Apartments on April 1, 2005. The jury returned verdicts of guilty as charged as to both defendants. These convictions, which resulted in sentences of 18 years to life for each defendant, would not have been possible without the hard work of several members of your Department.

The two primary case agents were Specialists Jennifer Luke and Bill Hilbert. Using their vast experience, Specialists Luke and Hilbert solved this crime by getting reluctant witnesses to cooperate and by putting together all of the physical evidence.

Detective Paul Von Holle conducted a polygraph examination with defendant Lewis wherein Lewis made several key admissions.

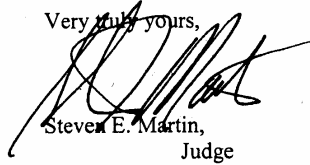
Specialist Les Mendes used his knowledge of the Fay Apartments and the various characters who live or hang out there to assist in the investigation and prosecution of this case.

Detective Kurt Ballman was the criminalist on the scene. His work in documenting the crime scene was crucial in the presentation of the case to the jury.

Detective Dave Feldhaus, in an exemplary manner, testified in rebuttal. Detective Feldhaus has testified in my courtroom on numerous occasions, always with great credibility.

I believe these officers deserve to be commended for their hard work in this case.
Because of their hard work, two violent criminals will be locked up for a very long time.

Very truly yours,

A handwritten signature in black ink, appearing to read "S. E. Martin", written over the typed name.

Steven E. Martin,

Judge

SEM/ba